



9224

## **Administrative** **Assistant I**

Jefferson County seeks an Administrative Assistant to provide support mainly for the UW-Extension and possibly other County departments, when needed. Tasks and responsibilities include, but are not limited to, receptionist and clerical duties, as well as, customer service.

Position is limited-term with benefits;  
Minimum of 1 year occupation  
Starting Wage: \$13.59

High school diploma with 1-2 years office experience and working knowledge of Microsoft Word and Excel, or equivalent knowledge/experience is required. Candidate must demonstrate excellent verbal and written communication skills.

Application review begins January 22, 2016 and is open until filled. Application and position details available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE